

Position Description:

**Explosive Incident Countermeasures  
( EIC )**

Title:

**Instructor**

Course Description:

This entry-level course instructs law enforcement personnel in search, location, identification, and render safe of improvised explosive devices. The training provides basic response capability and understanding of safety applications, explosives, explosive effects, incendiaries and pyrotechnics mixtures.

Description of Duties:

Responsible for conducting classroom instruction, presentations and exercises in accordance with the guidelines and directives set forth by the Department of State Diplomatic Security Antiterrorism Assistance Program (ATA).

Responsible for ensuring only current ATA approved training materials (lesson plans, participant handouts, videos, case studies, etc.) are used in the delivery of ATA courses.

Responsible for returning **all** ATA training materials, including course CDs and ensuring that all ATA downloaded materials are deleted at the end of the course presentation by all instructors involved in the delivery of ATA courses.

Additional Duties and Responsibilities:

1. Liaise with DS/ATA Training Coordinator on all aspects of training and accept and follow any specific instruction provided by that DS/ATA Coordinator
2. Coordinate classroom preparation as directed by the lead instructor
3. Assist, as directed, with the drafting of the End of Course Review for submission
4. As directed, assist in the administration of Pre/Post Knowledge Surveys and summarize results utilizing ATA approved format
5. As directed, assist in the administration of Participant Skills Evaluations (when appropriate) and summarize results utilizing ATA approved format
6. As directed, assist in the administration of Course Critique and summarize results utilizing ATA approved format
7. Assist in the day to day operational activities as reflected in the program of instruction
8. Interact professionally outside of normal training hours, as directed by the lead instructor, with course participants and training venue officials when appropriate and approved by ATA.



- Qualifications:
1. Bachelors Degree or equivalent work experience in the field. Two years work subject matter related experience may be substituted for one year education. In situations where there is a combination of formal education and experience, this would be evaluated on a case by case basis.
  2. In situations where the subject matter is considered cutting edge procedures or technologies, evaluations of candidates credentials will be considered on a case by case basis.
  3. Specialized training shall include instructor certification from a recognized law enforcement local, state, federal or military institution.
  4. Familiar with curriculum Design/Development.
  5. Demonstrated operational experience in the subject area.

- Mandatory Qualifications:
1. Graduate of Naval School Explosive Ordnance Disposal or FBI Hazardous Devices School.

- Preferred Qualifications:
1. Graduate of advanced training in large vehicle IED's and electronics. Graduate FBI, ATF or local PBI course

- Other Office/Skills Mandatory:
1. Familiarity with Microsoft Office applications to include but not limited to:
    - a. MS Word
    - b. MS PowerPoint
    - c. MS Outlook

- Other Office/Skills Preferred:
1. Familiarity with Microsoft Office applications to include but not limited to:
    - a. MS Excel